

SiteManager **Training Manual**



Module D
Chapter 5

Contractor Payments (+)
Milestone Adjustments (+)

D-5-2

Viewing Accounting Received Date

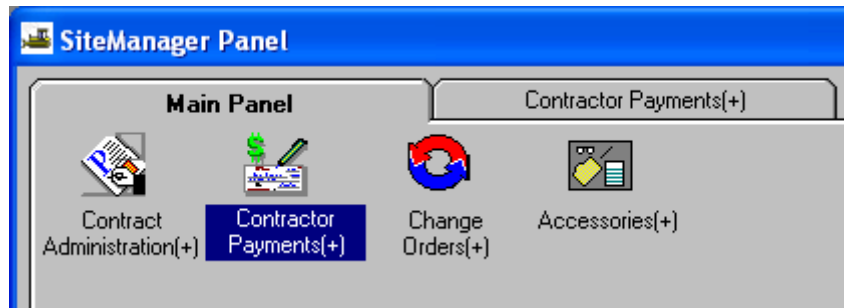
Student's Version

Indiana Department of Transportation
February 2006, Version 3.7b

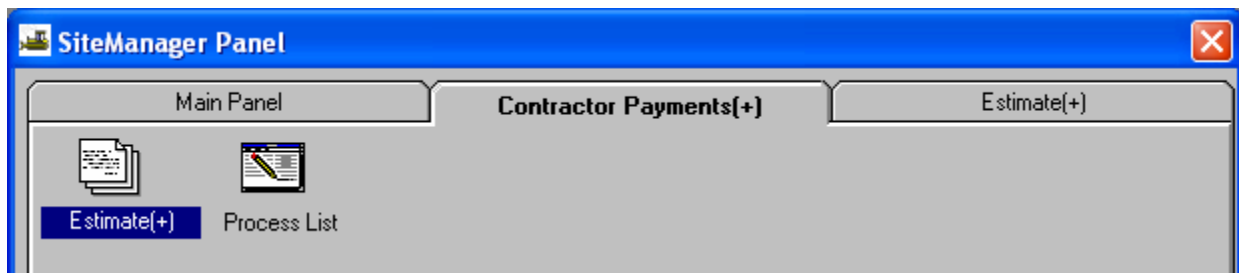
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Viewing Accounting Received Date

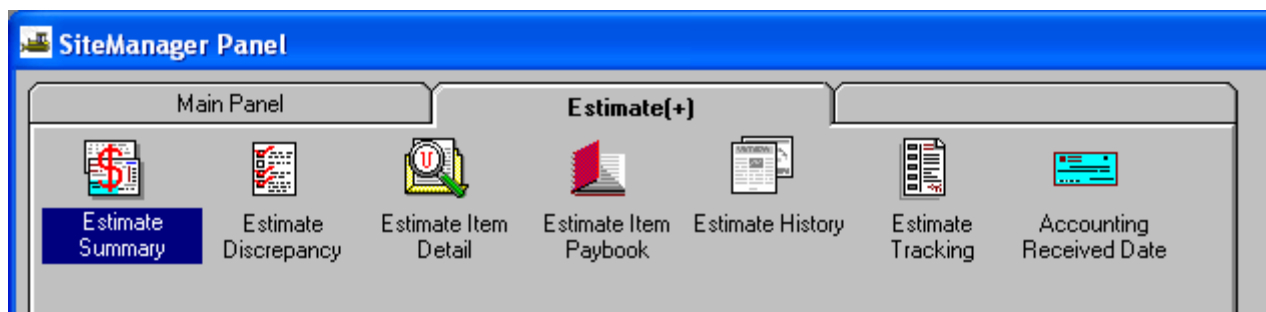
This document will explain how to view the date Accounting receives the SiteManager estimate information and the estimate is ready to be processed.



“Double-click” on the **Contractor Payments (+)** icon located on the Main Panel.



“Double-click” on the **Estimates (+)** icon.



“Double-click” on the **Accounting Received Date** icon.

Select Contract and Estimate

Selection

Contract
Estimate

Find :

Contract

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
dea29453	99-9999966	0501242	ACTV	C006	610			ON I-74 FROM 5.55 M
dea90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

OK Cancel

“Double-click” on the appropriate **Contract ID**.

Select Contract and Estimate

Selection

Contract R -90004
Estimate

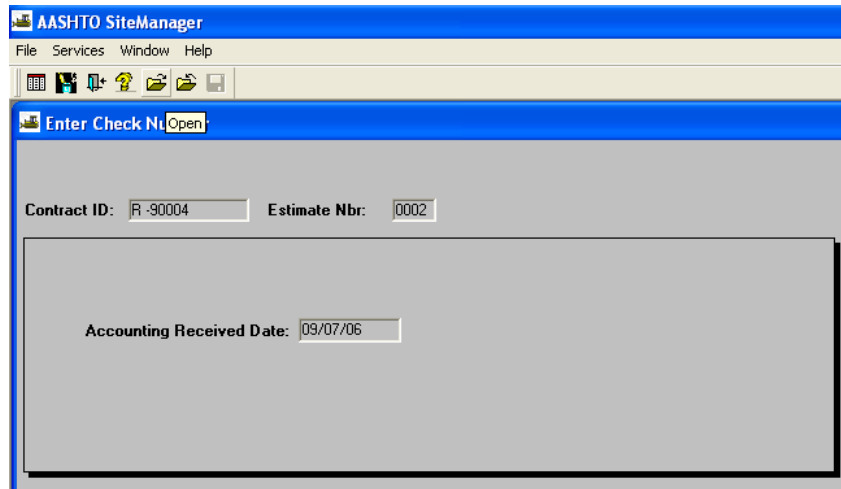
Find :

Estimate

Estimate Nbr	Period End Date	Date Generated	Generated By User ID
0001	07/18/06	08/23/06	d90bclio
0002	08/04/06	09/06/06	d90bclio
0003	08/18/06	09/06/06	d90bclio
0004	07/18/07	07/20/07	d90afaul

OK Cancel

“Double-click” on the appropriate **Estimate Nbr**.



Accounting Received Date: The **Accounting Received Date** is the date that Accounting has verified they have received the estimate information for the given contract and estimate and the estimate is ready to be processed.

“Click” the **Close** button located on the toolbar to exit the window.

If another estimate is to be selected, “click” the **Open** button on the toolbar.

Exercise D-5-2 Group Exercise

Log into SiteManager as: inquire

Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Contractor Payments (+)**

“Double-Click” on **Estimate (+)**

“Double-Click” on **Accounting Received Date**

“Click” the **Open** button located on the toolbar

“Double-click” on Contract ID R -90006

“Double-click” on Estimate Nbr: 0001

When did Accounting verify they have received the estimate information for the given contract and estimate and the estimate is ready to be processed?